



## APPLICATION FOR FOOD ESTABLISHMENT LICENSE

(Restaurant, Retail Food Store, Food Service, Non-NSLP Schools)

Kansas Department of Agriculture  
Records Center – Food Safety & Lodging  
1320 Research Park Drive 2nd Floor  
Manhattan, KS 66502  
(785) 564-6733  
www.agriculture.ks.gov

**\*PLEASE PRINT CLEARLY\***

### ESTABLISHMENT INFORMATION

Establishment Name / DBA: \_\_\_\_\_ Phone: \_\_\_\_\_  
Establishment Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_ County: \_\_\_\_\_  
Opening Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Email Address: \_\_\_\_\_

### OWNERSHIP INFORMATION

(READ CAREFULLY: Please list corporation, partnership, partners or individual owner)

Owner: \_\_\_\_\_

☐ Individual / Sole Proprietor

☐ Partnership (LLP / LP)

☐ Corporation (Corp. / Inc.)

☐ LLC

Federal Tax ID #: \_\_\_\_\_ Individual Owner's SS #: \_\_\_\_\_

Responsible Party/Officer: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

### OPTIONAL MAILING ADDRESS

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

#### Mail License To:

☐ Establishment

☐ Optional Address

#### Mail Renewal To:

☐ Establishment

☐ Optional Address

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I agree as a condition to the granting of a license to comply with and abide by all the terms of the Kansas Food, Drug and Cosmetic Act, the Food Service and Lodging Act and the rules and regulations prescribed thereunder. I declare the above statements are true, complete and accurate to the best of my knowledge.

Signature \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

Printed Name \_\_\_\_\_

\_\_\_\_\_  
Title (owner, president, treasurer, etc.)

#### For Office Use Only

Inspector: \_\_\_\_\_

Inspection Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Task Assigned: \_\_\_\_/\_\_\_\_/\_\_\_\_ RAC: \_\_\_\_\_

#### For Office Use Only

License # \_\_\_\_\_

Date Issued: \_\_\_\_/\_\_\_\_/\_\_\_\_ Initials: \_\_\_\_\_

A separate application and fees will need to be submitted for each location needing a license.  
 NOTE: ALL new applications require an application fee and a license fee.

Make checks payable to: Kansas Department of Agriculture or KDA

A credit card payment form can be downloaded at:

<http://agriculture.ks.gov/docs/default-source/rc---general/credit-card-fillable.pdf?sfvrsn=9>

What is the square footage of your facility that is used for food preparation, storage, display, and customer seating?

Facility square footage: \_\_\_\_\_ sq. ft.

☐ Restaurant      ☐ Retail Food Store      ☐ Food Service      ☐ Non-NSLP School

**Please check the appropriate box below. The category and size will be verified during initial inspection.**

**Category I**-If your business does any of the following: Cooks, cools, or reheats food that requires time and temperature control for safety; uses freezing as a means to achieve parasite destruction; handles raw, in-shell molluscan shellfish ingredients; uses specialized processing; has a required hazard analysis critical control point plan; and/or offers for consumption without further preparation any food containing raw or undercooked eggs, meat, poultry, fish, or shellfish; then use these fees. If your business does none of the processes listed, go to Category II.

Size	Application Fee	+	License Fee	=	Total Fee Due
<input type="checkbox"/> Less than 5,000 sq. ft.	\$225.00		\$225.00		\$450.00
<input type="checkbox"/> 5,000 to 10,000 sq. ft.	\$300.00		\$295.00		\$595.00
<input type="checkbox"/> 10,001 to 50,000 sq. ft.	\$325.00		\$450.00		\$775.00
<input type="checkbox"/> Over 50,000 sq. ft.	\$350.00		\$625.00		\$975.00

**Category II** If your business does any of the following: Prepares baked products; repackages foods from a licensed food processor in smaller quantities for distribution; heats only foods from a licensed food processor; or, handles, cuts, grinds, or slices only raw animal foods or ready-to-eat meats and cheeses; and does not do any Category I processes, then use these fees. If your business does none of the processes listed, go to Category III.

<input type="checkbox"/>	Application Fee \$200.00	+	License Fee \$160.00	=	Total Fee Due \$360.00
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**Category III**-If your business does any of the following: Offers self-service beverages; offers prepackaged food and beverages, including those prepackaged foods and beverages that are required to be held at a temperature of 41 °F or below for food safety; or, offers unpackaged food that does not require time and temperature control for safety, including mixed drinks; and does not do any Category I or II processes, then use these fees.

<input type="checkbox"/>	Application Fee \$175.00	+	License Fee \$110.00	=	Total Fee Due \$285.00
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N0	_____	C0	_____	S0	_____	F0	_____
N11	_____	C11	_____	S11	_____	F11	_____
N51	_____	C51	_____	S51	_____	F51	_____
N91	_____	C91	_____	S91	_____	F91	_____

Check # \_\_\_\_\_ Transaction # \_\_\_\_\_ Amount \_\_\_\_\_

Revised June 2014